



Colorado Legislative Council

Non-Classified

EMPLOYMENT OPPORTUNITY

Colorado General Assembly

Colorado Legislative Council

Job Title: Audio Visual/IT Support

Job Series: (Non-classified Position)

FLSA Status: Exempt

Occup. Group: Professional Services

Salary: Commensurate with Experience

Release Date: November 14, 2016

Apply By: ASAP

Job Summary

General Description:

Colorado Legislative Council Staff, the nonpartisan research staff of the Colorado General Assembly, has an opening for an Audio Visual Technician/IT Support Analyst. This office is responsible for developing and maintaining the audio video systems and information systems used by the General Assembly and its staff.

Responsibilities and Requirements:

Duties include primary contact for Audio Visual and Tier 1 IT support to the Colorado General Assembly members and staff. Duties will be split according to need.

Audio Visual Technician/Help Desk Analyst Description:

This position requires a wide-range of problem-solving skills, as well as an ability to work with end-users at all levels of the organization. Troubleshooting issues related to live recording, audio streaming, and video conferencing will be the first responsibility of this position. This position will be the point person for new audio video projects in the environment.

When not working on audio video related issues and projects, this position will provide first and second line support to the user community within a busy IT service desk environment.

To be a suitable candidate for this role, you will need to have excellent technical user support skills and be extremely customer service oriented. You must have strong technical skills particularly with PC troubleshooting, Windows / Microsoft applications including desktop, as well as business infrastructure and applications.

The preferred educational background is a Bachelor's degree in Audio Engineering, and/or Information Technology from an accredited college or university or equivalent work experience.

Required Skills and Competencies:

- Operations experience in a production AV / IT environment.
- Troubleshoot all AV issues reported at site.
- Conduct testing of AV cables and or equipment.
- Knowledge of room acoustics and sound theory
- A/V Rack Building
- Strong Microsoft Office Professional skills
- Knowledge of Microsoft Operating Systems 7, 10
- Excellent verbal and written communication skills
- Ability to work independently and in a team environment
- Strong interpersonal skills
- Support and issue resolution/documentation for PC hardware, basic networking, as well as common peripherals.

Preferred Skills

- In depth knowledge of professional audio and video systems from desktop systems to Telepresence or Web conference suites, projection technology, LCD technology and control systems.
- Experience with the set-up of TVs, projectors, wireless microphone systems and other AV equipment. Lectrosonics, BiAmp, Crestron, Extron, and or Vaddio, network services, Dante audio protocols, unified communications, VoIP, SIP, H.323, H.263, Cisco Telepresence, iMeet, Skype, BiAmp, Shure, Crown, JBL, as well as integration, professional, and managed services.
- Ability to terminate video cables (RCA/BNC connections), audio cables and copper cables, Ethernet.
- Basic programming of Crestron, BiAmp, Extron, DSP.
- HD TV equipment and live television broadcast.
- Read and interpret complex blueprints, diagrams, schematics, submittals, specifications, and operational/product manuals

To Apply for this Position:

Please send your application packet to:

IT Hiring Manager

Re: Application for Audio Visual/IT Support

Colorado Legislative Council

State Capitol Room 029

Denver, Colorado 80203

FAX: (303) 866-2349

E-Mail: lis.ga@state.co.us

Application Packet

In order to be considered for the position your application packet must include

1. Resume,
2. Cover letter,
3. Salary requirements,
4. List of three professional references.

Legislative Council Staff is an equal opportunity employer.

Additional Information about Legislative Council Staff can be found at leg.colorado.gov/lcs

Additional Information about the General Assembly can be found at <http://leg.colorado.gov>